Tip of the Month – May 2017

What? An email from the Business Office
Why? To inform, remind, suggest or notify
When? Monthly
Who? From the Business Office to employees

Reminders

- Student Payroll
  - The final pay period for the academic year ends on May 21, with a pay date of June 2. Academic year positions will be visible in WebAdvisor until June 18 to allow for processing of late/past due time sheets.
  - The student summer payroll calendar is available here. Summer payroll begins on May 22 with a pay date of June 16, and ends on August 13 with a pay date of August 25.
  - A new employment authorization form (please use the most current version) is required for students working summer positions on campus. Human Resources must receive employment paperwork before the student begins working.

- As you submit invoices and check requests for payment, please clearly identify any that are for services to be provided or goods to be received after July 1. These are considered prepaid expenses and will be charged to your FY 2018 budget. As we approach year-end, refer to the fiscal year-end closing policy, which can be found on the Business office website here

- Expense reimbursement guidelines can be found on the Business Office website here

For feedback or questions, please call me at x 4313.

~Shari